

# ADVERTISED BID CITY OF ST. LOUIS

OFFICE OF THE SUPPLY COMMISSIONER  
1200 MARKET ST RM 324  
ST LOUIS MO 63103-2842



REQUEST FOR QUOTE

41513Q1235

PAGE

1

ADDRESS CORRESPONDENCE TO

... We agree to furnish the following articles to the City of St. Louis,  
free of any extra charges, in the quantity named and at the prices respectively  
stated:

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PUB. UTILITIES-WATER DIVISION  
DISTRIBUTION SECTION  
STOREROOM  
4600 MCREE AVENUE  
ST LOUIS MO  
63110

SEE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS QUOTATION SHEET.

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/10/13				

REPLY DUE BY: 02/05/13 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	REQ LINE NUMBER : 0001					
	1	EACH	CITY	415WITCHFX60		
	DITCH WITCH FX-60 TRAILER MOUNTED VACCUUM EXCAVATOR					
	OR EXACT EQUIVALENT PER SPECIFICATIONS.					
	PLEASE SEE ATTACHED FOR DETAILED SPECIFICATIONS					
	ABSOLUTELY ANY DEVIATION FROM THE ORIGINAL					
	SPECIFICATIONS WILL NOT BE ACCEPTABLE					
	***QUOTE***QUOTE***QUOTE***					
	DELIVER TO: CITY OF ST. LOUIS -- WATER DIVISION					
	DISTRIBUTION STOREROOM 4600 MCREE					
	ST. LOUIS, MO 63110					
	CONTACT: ROGER NEWMAN 314-633-9062					
	/SFH					
	***** WEBSITE INFORMATION *****					
	* * * * *					
	* TO DOWNLOAD SUPPLY BIDS GO TO: * * * * *					
	* HTTP://STLOUIS-MO.GOV/SUPPLY/BID-NOTICES.CFM * * * * *					
	* * * * *					
	* CLICK ON BID NOTICES * * * * *					
	*****					
TOTAL →						

NAME OF FIRM		STATE DELIVERY:	COMPTROLLER	Date
ADDRESS				CALENDAR DAYS
CITY	STATE	SIGNED BY:	SUPPLY COMMISSIONER	Date
PHONE Area Code (      )				

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	OR ACCEPTABLE CLEARLY STATE	EQUAL MFG.,	NO. &	BRAND		
	VENODR MUST SUBMIT DETAILED INFORMATION WITH BID ON PRODUCT OFFERED					
	IF FREIGHT OR DELIVERY CHARGE TO BE BILLED, IT MUST BE INCLUDED IN THIS QUOTE OR IT WILL NOT BE PAID. ( ) FREIGHT IS INCLUDED IN THE QUOTED UNIT PRICE. ( ) WE WILL CHARGE FREIGHT/DELIVERY IN THE AMOUNT OF: \$					
	IT IS THE POLICY OF THE SUPPLY DIVISION THAT ALL BIDS/ CONTRACTS AWARDED IN THE AMOUNT OF \$500.00 AND ABOVE ADHERE TO THE MAYOR'S EXECUTIVE ORDER #28 WHICH RE- QUIRES MINIMUM UTILIZATION OF MINORITY OWNED BUSINESSES OF 25% AND WOMEN OWNED BUSINESSES OF 5%. ALL VENDORS MUST COMPLY WITH THIS POLICY AND ALL OTHER PROVISIONS OF EXECUTIVE ORDER NO. 28.					
	IMPORTANT REQUIRED BID FORM(S) ATTACHED: VENDOR MUST COMPLETE, SIGN & RETURN THE ENCLOSED BUY AMERICAN FORM WITH THEIR BID.					
	**BID REQUEST AND ATTACHED FORM/S MUST BE COMPLETELY FILLED OUT AND SIGNED. IF NOT, BID MAY BE REJECTED.** PLEASE QUOTE PRICES ON THIS FORM AND SIGN BID.					
					<b>TOTAL</b> →	

NAME OF FIRM	STATE DELIVERY:	COMPTROLLER	Date
ADDRESS	CALENDAR DAYS		
CITY	SIGNED BY:	SUPPLY COMMISSIONER	Date
PHONE			
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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	<p>* VENDORS SHOULD NOTE IF THEY ARE MINORITY OR WOMEN OWNED BUSINESS (CHECK) MBE ----- WBE-----</p> <p>ALL BIDS MUST INCLUDE COMPLETED "BUY AMERICAN" AND "MINORITY/WOMEN UTILIZATION STATEMENT" FORMS, AND ANY SUPPLEMENTAL INFORMATION REQUIRED. ANY QUESTIONS SHOULD BE DIRECTED TO THE BUYER.</p> <p>*** BID RESULTS MAY BE AVAILABLE 30 DAYS AFTER OPENING DATE. IF YOU DESIRE BID RESULTS, PLEASE INCLUDE A SELF ADDRESSED STAMPED ENVELOPE WITH YOUR BID. ***</p> <p>NOTICE RE: ORDINANCE #60643</p> <p>A CITY OF ST. LOUIS BUSINESS LICENSE IS REQUIRED IF YOU MEET ANY OF THE FOLLOWING (CHECK AS APPROPRIATE): ----- BUSINESS IS LOCATED WITHIN THE CITY LIMITS ----- DELIVERY WITHIN CITY LIMITS IS BY COMPANY TRUCK ----- SALES CALLS MADE WITHIN THE CITY LIMITS</p> <p>PLEASE TYPE NAME OF CONTACT PERSON FOR THIS BID: NAME: _____ FAX: _____ E-MAIL: _____</p>					
TOTAL →						

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<p>.....</p> <p>BIDS WILL BE AWARDED BASED ON OFFICIAL SPECIFICATIONS PROVIDED BY SUPPLY DIVISION ONLY &amp; ANY RELATED ADDENDA. ALL INQUIRIES MUST BE IN WRITING (LETTER/E-MAIL/FAX) TO THE FOLLOWING BUYER:</p> <p>BILL FULKERSON - FULKERSONB@STLOUIS-MO.GOV FAX# 314-622-4141 PHONE# 314-622-4250</p> <p>.....</p>						
TOTAL →						

NAME OF FIRM		STATE DELIVERY: CALENDAR DAYS	COMPTROLLER	Date
ADDRESS				
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## BID SPECIFICATIONS FOR VACUUM EXCAVATOR

### CLASS

Excavator must be a portable, self-contained fluid excavation unit equipped with power pack, 800-gal (3028-L) vacuum tank, and 900 cfm (25.5 m<sup>3</sup>/min) vacuum pump capable of 16" of mercury (405 mm Hg).

### CONTROLS AND INDICATORS:

1. Operator's station must be located in a lighted, lockable, compartment on the curb side (right side), with the left-side mounting optional for custom applications.
2. Operator's station must provide an hour meter, water pressure gauge, water pressure regulator, low water indicator, blower temperature indicator, hydraulic fluid temperature indicator, hydraulic fluid temperature gauge/level indicator, engine oil pressure indicator, engine temperature indicator, and auxiliary power connection.
3. Must be equipped with a water pressure control variable from 0 to 3500 psi (241 bar).
4. Must be equipped with an amber strobe light that flashes when ignition is on. Light must be mounted on top of the vacuum tank.

### CONSTRUCTION:

1. Blower, water pump, and hydraulic system must be powered by the same engine and contained within a fully enclosed and insulated lockable compartment. Compartment must have enclosed drain pan.
2. Standard equipment must include 200-gal(757-L) freshwater tank for 800-gal(3029-L) model; should be plumbed to the pump and equipped with a drain and heater to prevent freezing in cold weather.
3. Vacuum tank must have a full-diameter, fully opening cylinder assisted rear door with single-point latch.
4. Must include an onboard hydraulic system to tilt tank and provide auxiliary power.
5. Entire system must come loose-configured or trailer mounted with curbside controls and drains.

### OPERATION:

1. Must have a 3500 psi (241 bar), 5.2 gpm (24 L/min) water pump with electric clutch and auto-declutch capability. Auto clutch must disengage the pump when water is not in use, allowing full power to the blower. Blower must provide 900 cfm (25.5 m<sup>3</sup>/min).
2. Power pack must not produce more than 82 dBA sound pressure 10' (3 m) behind vacuum tank.

## WATER SYSTEM

1. Standard equipment must include 50' (15.2 m) of high pressure hose rated at 3500 psi (241 bar) on a lockable hose reel.
2. Must be equipped with a 3-gallon (11.4-L) antifreeze system as standard equipment.

## HYDRAULIC SYSTEM

1. Must have a gear-type hydraulic pump that produces 2500 psi (172 bar) and an adjustable flow rate of 0-7.5 gpm (028-L/min).
2. The 800-gal (3028-L) unit must be equipped with two 3" (76-mm) tank tilt cylinders and an electric tethered controller to tilt the tank to 45°.
3. Must be capable of providing power to hydraulic door lift.
4. Hydraulic door must be equipped as standard equipment.
5. All hydraulic cylinders must be serviceable with tank down.
6. Hydraulic boom with remote must be equipped as standard equipment
7. Auxiliary Hydraulic power will be standard equipment that can accommodate a pavement breaker that operates at 7.5 gpm.

## POTHOLING EQUIPMENT

1. Two potholing tools must be available for exposing buried utilities:
  - A 4" (102-mm) diameter basic potholing tool with suction only(standard)
  - A 4" (102-mm) diameter 2-in-1 potholing tool with water pressure and suction (optional)
2. Potholing equipment must be equipped with quick couplers.
3. Potholing equipment must include at least 25' (7.6 m) of lightweight, industrial-rated, 4" (102-mm) suction hose with quick couplers.
4. Unit must have lockable tool storage compartment.

## VACUUM TANK

1. The 800-gal (3028-L) capacity tank must be capable of mounting on a skid, and must have a full tank diameter, rear-opening door with a single-latch door lock and two fluid level indicators (half and full).
2. Vacuum tank must have a 4" (102-mm) curbside inlet valve and 6" (152-mm) drain valve. Both valves must be equipped with quick couplers.
3. Vacuum tank primary shut-off valve must be capable of 16" (405 mm) of Hg.
4. Trailer-mounted or truck mounted suction hose storage must come standard.

## FILTRATION

1. Must have a wet/dry, polyester, single element vacuum filter with 130 ft<sup>2</sup> of filtration media and a 10-micron rating.
2. Filter must be washable and reusable.
3. Filter must be housed in a steel canister with a 10-gal (30.3-L) water trap, sight glass, and remote drain.
4. Unit must be equipped with a filter on the vacuum relief valve that operates when vacuum exceeds that relief setting.
5. Air must be filtered with reverse flow in both directions to protect blower.

#### DIMENSIONS

1. Trailer- 800 gal tank must comply with the following:
  - A. Width between fenders: 80.5 in (2 m)
  - B. Width outside fenders: 100.5 in (2.6 m)
  - C. Bed length: 180 in (4.5 m)
  - D. Clearance at jack foot pad: 12 in (305 mm)
  - E. Trailer GVWR: 18,000 lb (8165 kg)
  - F. Axle rating: two @ 8000 lb (3632 kg) ea.

#### ENGINE

1. Engine must be an EPA Tier 4i compliant naturally aspirated, liquid cooled Cummins model B3.3NA diesel or equivalent with electric start housed inside a fully insulated, lockable compartment.
2. Engine must run at a maximum of 2,200 rpm and produce at least 60 gross hp (45kW).
3. Engine fuel tank capacity must be 19 gal (72 L) to provide 12 hours of operating time.

#### SAFETY

1. Noise levels must not exceed operator 82 dBA sound pressure per ISO 6394.
2. Noise levels must not exceed exterior 108 dBA sound power per ISO 6393.
3. An operator's manual that describes proper operation and maintenance of the equipment must be provided.
4. Hands-on operator training must be provided to those not already trained.
5. Training must be provided by qualified dealership personnel when product is delivered.

#### MISCELLANEOUS

1. Product decals must use universally recognized symbols.
2. Written decals must be available in English and all languages required by law.
3. The manufacturer must have a system in place that provides special shipment and delivery of parts for critical situations.

4. To reduce costs of maintaining the product a full service facility must be located in a reasonably close geographic location to the Water Division Pipe Yard located at 4600 McRee Ave, St. Louis, Mo 63110.
5. Dealership must provide names and phone numbers of personnel that may be called to provided parts and/or service in an emergency.



**CITY OF ST LOUIS, MISSOURI**  
**INSTRUCTION TO BIDDERS (for request for quotations - RFQs)**

VENDORS SHOULD CAREFULLY READ THE FOLLOWING INSTRUCTIONS AND TERMS AND CONDITIONS, BEFORE SUBMITTING QUOTATION. **CAUTION: THIS IS NOT AN ORDER**

- Quotations will only be accepted on this form which must be returned in a **sealed envelope**. *The upper left corner of the envelope must include the following information: Vendor Name, Quotation Number and the Due By Date.* This information is also required on any mail delivered next day or overnight.
- Quotations should be typewritten or in ink. Altered or erased unit price(s) must be initialed. One copy of Quotation Sheet must be submitted, please retain a copy for your files.
- The Supply Commissioner reserves the right to reject any or all bids.
- The Supply Commissioner reserves the right to make awards on an item basis or on a total basis.
- Bidders must quote Unit Price(s) and Extension on each item. When an error appears on an extension, the Unit Price(s) will govern.
- When Quotation Sheet requests item(s) by brand name and your quote is for an alternate brand – show brand name(s) with model number(s) and attach full specifications.
- When Quotation Sheet has only a general description(s) of item(s) required – show brand name with model number(s) and attach full specifications.
- Suppliers shall not offer more than one bid on each item. Two or more quotations on the same item may cause a rejection of the bid. Suppliers must determine which one of their many styles or types fully meet the specification.
- Freight or delivery charges must be included in quote, or shown separately on quote, so bid can be evaluated.
- **Bids must arrive no later than NOON** on the date stated or will be rejected. Faxed or E-mailed bids are not accepted unless specifically requested.
- Bids will be publicly opened on the date specified beginning at NOON.
- Prices quoted will be considered firm.
- Bids having an acceptance limit of less than 30 days after opening date may be rejected.
- Time of proposed delivery must be stated in definite terms.
- Failure of Bidder to understand the item(s) requested or any part of the specifications will not be a valid reason for bidding on the wrong item(s). Any questions regarding description of item(s) requested should be cleared with the Buyer listed in the bid document.
- **Samples** when requested must be delivered before actual time of bid opening with each sample plainly tagged showing the name of Bidder, Quotation Number, Brand Name and lot number or quality. Submission of samples does not relieve bidder from meeting the specifications as outlined in the Bid Documents unless the bidder specifically states they are bidding on an alternate.
- All samples are to be submitted to the address listed below unless otherwise stated in Bid Documents.
- Deliveries must be accompanied by a packing slip or invoice, listing the Department, Quotation Number, and the exact quantities of each item included in the shipment.
- ONLY U.S.P., N.F., OR N.N.D. DRUGS ARE ACCEPTABLE. ALL DRUGS MUST COME IN MANUFACTURER'S ORIGINAL PACKAGES, PROPERLY SEALED.
- In the event the successful bidder fails to make delivery of any item or items that meet the conditions and requirements as outlined in this proposal within 7 days of time stated by bidder on face of this quotation sheet, the City reserves the right to purchase said item or items on the "OPEN MARKET" and charge any costs above the BID PRICE to the bidder.
- The laws of the State of Missouri provide that the City of St. Louis pay no State Sales or Use Tax or Federal Excise Taxes and these taxes should be excluded from your bid price. Federal Excise Tax Exemption Certificates will be furnished to successful bidder.
- Suppliers shall save harmless the City of St. Louis from the payment of any and all claims or demands arising out of any infringement, alleged infringement, or use of any patent or patented device, article, system, arrangement, material or process used by him in the execution of this contract.
- Supply Division hours are Monday through Friday – 8:00 A.M. to 5:00 P.M. Main Number: 314-622-4580.

**All bids must be submitted in a SEALED ENVELOPE and mailed to:**

SUPPLY COMMISSIONER  
1200 MARKET ST RM 324  
ST LOUIS MO 63103-2842



**CITY OF ST. LOUIS  
DEPARTMENT OF FINANCE  
OFFICE OF THE SUPPLY COMMISSIONER**

**FREDDIE L. DUNLAP**  
SUPPLY COMMISSIONER

**FRANCIS G. SLAY**  
MAYOR

1200 MARKET STREET  
ROOM 324  
ST LOUIS, MO 63103-2819  
(T): (314) 622-4580  
(F): (314) 622-4141

**ATTENTION BIDDERS**

*Please carefully review all information requested in this bid package.*

*Failure to submit requested samples, literature or any other requested information may result in disqualification of your bid or any portion of your bid.*

*Also the reasons indicated below may disqualify your bid. If you have any questions, call the buyer indicated in this bid package.*

**This form must be returned with your bid.**

- Two or more bids submitted for one item, unless instructed to do so. (item rejected)
- Signature missing on bid or any required form.
- Buy American Form not completed or returned. (may be rejected)
- M/WBE Form not completed or returned. (may be rejected)
- Altered or erased unit prices must be initialed.
- Faxed bid, unless specifically requested (will be rejected).
- FOR CONTRACTS ONLY: Please provide your DUNS # \_\_\_\_\_
- FOR CONTRACTS ONLY: Failure to submit required Bond by the date indicated.

***I certify that I have read and understand the information above.***

\_\_\_\_\_  
Manual Signature

\_\_\_\_\_  
Date

# ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT

The City of St. Louis has enacted an ordinance relating to the purchase of domestic products by City government, with penalty provisions. The ordinance amends Section 5.58.010 Revised Code of the City of St. Louis, 1986, as amended by adding thereto new subsections dealing with the requirement that the Supply Commissioner or his designee give preference to goods or commodities manufactured in the United States of America, stating exceptions to said policy. Sections one through six are reprinted below.

**Section One.** Section 5.58.010 Revised Code of the City of St. Louis is hereby amended by adding the following language: Each solicitation to bid and the method of describing the items to be bid upon of any goods or commodities sought to be purchased by the Office of Supply Commissioner, and any contract entered into by and on behalf of the City of St. Louis and executed by the Mayor and/or the Comptroller of the City of St. Louis wherein the construction, alteration, repair or maintenance of any public works is the subject of the contract so executed, shall contain a provision that the goods or commodities furnished or used in the furtherance of said project by any contractor or subcontractor, manufacturer or supplier as the case may be, shall be manufactured, assembled or produced in the United States, and said requirement as defined above shall be stated in said bid.

**Section Two.** The provision of Section One of this Ordinance shall not apply in the following instances:

- (i) Where the item purchased as the contract entered into for repairs or renovation is less than One Thousand (\$1,000.00) Dollars.
- (ii) Where no line of a particular good or product is manufactured, assembled or produced in the United States.
- (iii) Where the acquisition of United States manufactured or produced goods would increase the cost by more than (10%) percent.

**Section Three.** The certificate required by this section shall specify the nature of the contract, the product being purchased or leased, the names and addresses of the United States manufacturers and producers contracted by the Commissioner or the project architect or engineer, and an indication that such manufacturers or producers could not supply sufficient quantities or that the price of the products would increase the cost of the contract by more than ten percent.

**Section Four.** No public agency may authorize, provide for, or make any payment to any vendor or contractor upon any contract in violation of section 2 of this act. Prior to the awarding of the bid and before any public agency authorizes, provides, or makes payment to any vendor or contractor upon any contract to which section 2 or 6 of this act applies, the vendor or contractor shall provide proof of compliance with section 2, and, if applicable, section 6 of this act. Any vendor or contractor who knowingly misrepresents any material fact to the public agency concerning the origin of any manufactured goods or commodities shall be guilty of a Class A misdemeanor.

**Section Five.** Sections 1 to 6 of this act shall apply only to contracts and subcontracts entered into after the effective date of this act, and shall not limit the use or supply of manufactured goods or commodities purchased or leased prior to the effective date of this act.

**Section Six.** Nothing in sections 1 or 6 of this act is intended to contravene any existing treaty, law, agreement, or regulation of the United States. All contracts under section 1 or 6 of this act shall be entered into in accordance with existing treaty, law, agreement, or regulation of the United States including all treaties entered into between foreign countries and the United States regarding export-import restrictions and international trade and shall not be in violation of sections 1 to 6 of this act to the extent of such accordance.

## Interpretations and Guidelines

**Section One:** "Shall be manufactured" is interpreted to mean to make or process a raw material into a finished product or to turn-out in a mechanical manner. "Assembled" is interpreted to mean to fit or to join together the parts, gather, or to congregate in a manufacturing environment. "Produced" is interpreted to mean to create by manual or physical effort, to make or yield to customary product or products.

**Section Two (I)** This is interpreted to mean less than one thousand dollars in aggregate (total purchases).

(III) When applying this subsection, multiply the cost of the foreign product by ten percent and compare the cost to the American product. If the American product cost is less than the sum of the cost of the foreign product plus ten percent, the award will be made to the vendor bidding the American product. The price paid by the City of St. Louis will be the actual price bid by the winning bidder.

**Section Three:** "Could not supply sufficient quantities" is interpreted to mean in order to meet the using agency's delivery schedule and in quantity specified.

**Section Four:** The vendor's authorized representative must complete a self-certification form, as required by the existing procedures previously indicated. These certification forms will be used to determine whether the manufacturer or producers could, or could not supply sufficient quantities, or the cost of the products would increase the contract by more than ten percent.

Prior to the City awarding the bid, the vendor shall provide certification that the product being bid is manufactured, assembled or produced in the United States or there is an existing treaty, law or regulation whereby the product bid shall be treated the same as product manufactured, assembled or produced in the United States. The procuring agency shall accept the self certification in order to apply the percentage differential that is applicable under this law. Failure to provide certification shall cause the city to presume that such product is not American made and preference shall not be considered for that product.

# CERTIFICATION FORM

## ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT

### (BUY AMERICAN)

Bidders are advised of legislation enacted by the City of St. Louis which requires all manufactured goods or commodities used or supplied in the performance of this contract or any subcontract to be manufactured, assembled or produced in the United States, unless obtaining American made products would increase the cost of this contract by more than ten percent.

Section Four requires the vendor or contractor to certify his compliance with this legislation and if applicable, Section Six, if preference is claimed.

This legislation does not apply if the total bid is less than one thousand dollars (\$1,000.00).

Bids received will be evaluated on the basis of this legislation. Certificates of compliance must be completed and returned to be considered for preference. Failure to provide certification shall cause the City to presume that such product is not American made.

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#### CERTIFICATION

If **all** the specified goods or products are manufactured, assembled or produced in the United States, check box at left and complete certification at the bottom of this form.

☐

#### SECTION SIX CERTIFICATION

If any or all of the specified goods or products are manufactured, assembled or produced in a country other than the "United States", and exemption is requested because such product is Fair Trade Product: (a) list the country, other than the United States, where each good or product you propose to furnish is manufactured, assembled or produced; (b) check box at left of this paragraph and list corresponding commodities and (c) complete Section Six Documentation portion below.

**Item Number(s)**

**Location Where Item Manufactured, Assembled or Produced**

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#### SECTION SIX DOCUMENTATION

The specified goods or products are treated as manufactured, assembled or produced in the United States under an existing treaty, law, agreement or regulation of the United States regarding export-import restrictions and international trade. List item Number(s) and Treaties covering item below.

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#### DEFINITIONS

- MANUFACTURED** - to make or process a raw material into a finished product; create, or to produce or to turn-out in a mechanical manner.
- ASSEMBLED** - to fit or join together the parts in a manufacturing environment.
- PRODUCED** - create by manual or physical effort, to make or yield the customary product or products.

#### MUST BE COMPLETED AND SIGNED

I hereby certify that the above information is true and correct and further certify that this statement complies with all provisions of Section 5.58.010 Revised Code of the City of St. Louis, 1985, as amended.

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**BY:** \_\_\_\_\_

(SIGNATURE and TITLE)

**CITY OF ST. LOUIS/SUPPLY DIVISION  
MINORITY/WOMEN BUSINESS ENTERPRISES FORM  
(M/WBE FORM)**

**A. Mayor's Executive Order #28, Section Six - Supply Contracts**

1. The goal of the City of St. Louis is that 25% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Minority Business Enterprises (MBEs) and that 5% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Women's Business Enterprises (WBEs).
2. All contracts let by the Supply Division for the purchase or lease of materials, equipment, supplies, commodities or services, the estimated cost of which exceeds \$500, shall be subject to this goal.
3. The methods by which the Supply Commissioner shall pursue this goal shall include but not be limited to the following:
  - a. The Supply Commissioner shall solicit bids from minority business enterprises and women's business enterprises certified to supply the required materials, equipment, supplies or services;
  - b. St. Louis Airport Authority (SLAA) shall provide the Supply Commissioner with a list of minority business enterprises and women's business enterprises qualified to provide each of those commodities that the Supply Commissioner indicates are required by the City;
  - c. The Supply Commissioner shall notify SLAA prior to solicitation of bids whenever no such qualified businesses are available;
  - d. SLAA shall attempt to identify such qualified businesses, and if successful, shall notify the Supply Commissioner of their availability; and
  - e. The Supply Commissioner shall provide such minority business enterprises and women's business enterprises every practical opportunity to submit bids.
4. Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local MBE and WBE firms are encouraged.
5. Participation of MBE and WBE firms located outside the St. Louis Metropolitan Statistical Area (SMSA) shall not count toward the goals established in this order.

**B. SUPPLY DIVISION POLICY**

It is the policy of the Supply Division that all bids/contracts awarded adhere to the Mayor's Executive Order #28. All vendors are encouraged to comply with this policy and all other provisions of Executive Order #28. A copy of Executive Order #28 is available upon request. Each Vendor/Contractor (bidder) must complete, sign and return this M/WBE Form. Failure to complete, sign and return the M/WBE Form will result in the bid being declared non responsive and your bid may be eliminated.

**C. OBLIGATION**

The bidder agrees to make a good faith effort to ensure that M/WBE businesses have an opportunity to participate in the performance of contracts or subcontracts financed in whole or in part with City funds. The bidder will take all necessary and reasonable steps to ensure that said businesses have an opportunity to compete for and perform under this bid/contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award and performance of bids/contracts. The Directory of Disadvantaged, Minority and Women Owned Business Enterprises certified by the City of St. Louis, can be viewed at [www.mwdbe.org](http://www.mwdbe.org).

**CITY OF ST. LOUIS/SUPPLY DIVISION  
MINORITY/WOMEN BUSINESS ENTERPRISES FORM  
(M/WBE FORM)**

**D. BID/CONTRACT IDENTIFICATION**

Bid #: \_\_\_\_\_ or Contract Name: \_\_\_\_\_

Opening Date: \_\_\_\_\_ Your Bid Total: \$ \_\_\_\_\_

If your bid is \$500 or higher, please complete Section 'E'. We are NOT requesting information on how your company currently supports M/WBE suppliers. We want to know if there are opportunities you might consider to work with M/WBE suppliers for THIS SPECIFIC bid/contract.

**E. ASSURANCE**

**MBE/WBE Goal: 25% MBE and 5% WBE (Minimum Participation)**

I, acting in my capacity as an officer of the undersigned bidder(s) if a joint venture, hereby assure the City of St. Louis that on this bid/contract my company will: **(CHECK ONLY ONE)**

☐ **Meet or exceed the M/WBE goal with: \_\_\_\_\_ % MBE and \_\_\_\_\_ % WBE Participation**

Proposed MBE Vendor Name: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Item or materials to be supplied by MBE Vendor: \_\_\_\_\_

Proposed WBE Vendor Name: \_\_\_\_\_ Amount\$ \_\_\_\_\_

Item or materials to be supplied by WBE Vendor: \_\_\_\_\_

☐ **Fail to meet the M/WBE goal, but made a good faith effort to meet the goals as follows:**

\_\_\_\_\_ % MBE and \_\_\_\_\_ % WBE Participation (Enter Proposed Vendor information above.)

☐ **Not meet the M/WBE goal for the following reasons(s): (Check All That Apply)**

<input type="checkbox"/>	Our Company is an MBE certified by the State of: _____
<input type="checkbox"/>	Our Company is a WBE certified by the State of: _____
<input type="checkbox"/>	We have contacted suppliers listed in the SLAA Directory but have received no reply
<input type="checkbox"/>	There are no subcontracting opportunities for this bid/contract
<input type="checkbox"/>	We are a Dealer and the order will be drop-shipped from the manufacturer to the user
<input type="checkbox"/>	We are the manufacturer and the order will be drop-shipped from the factory to the user
<input type="checkbox"/>	A letter of explanation is attached
<input type="checkbox"/>	Other reason: _____ _____

FIRM NAME: \_\_\_\_\_

FEDERAL ID NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_